

## 540 Conversion to Reins Career and 541 Conversion to Reins-Career-Conditional Appointments



Most of the windows for 5## Conversion to Appointment Actions are very similar to those described for 1## appointments. They contain essentially the same information and parallel rules apply. The user should take care to review data that autopopulates from the existing record to ensure that it is still applicable. If it no longer applies, or is incorrect for the new appointment, the user should add, change, or delete as appropriate to meet agency requirements.

STEP	ACTION
1	COMPLETE ALL TABS OF RPA <u>BEFORE</u> GOING TO EXTRA INFORMATION AREA - the information input on these pages will then populate the 'system generated' fields.
2	Click on <Save> icon to save any changes made to the RPA.
3	Click on the <EXTRA INFORMATION> button and complete the DDFs listed below. Click <OK> and <Save> after completing each window.
4	After completing Step 3 above, close the <Extra Information> window to return to the RPA.
5	Click on the <Save> icon to route the RPA or to Update HR.

### DDFs:

US FED AGENCY DATA WINDOW	
These datafields are for NPA print purposes only.	
FLEXFIELD	COMMENTS
Agency Use (Block 25)	Leave blank
Agency Use (Block 40)	Leave blank
Agency Use (Block 41)	Autopopulates from position
Agency Use (Block 42)	Autopopulates from position
Agency Use (Block 43)	Autopopulates from position
Agency Use (Block 44)	Payroll Office autopopulates from position. Loc ID autopopulates from applicant record if entered prior to the appointment process and will print on the appointment NPA. If not, the value may be entered via Extra Information > Navy-unique Appointment Information. The number will print on all subsequent NPAs.

US FED PAYROLL TYPE WINDOW	
FLEXFIELD	COMMENTS
Payroll Type	Autopopulates to "Biweekly"

DEMO PROJECT INFORMATION WINDOW	
FLEXFIELD	COMMENTS
Demo Location Code	Autopopulates from position where applicable. For NV-owned Demo Location Codes 1, 2, 3, or 4. Demo Location Code "Q" represents coverage by the DOD Acquisition Demo.
Demo Pay Plan	Autopopulates from position if DOD Acquisition Demo (Q), Army Lab Demo ( ), or AF Lab Demo ( ). Leave blank for all others.
Demo Broadband	Autopopulates from position if DOD Acquisition Demo (Q), Army Lab Demo ( ), or AF Lab Demo ( ). Leave blank for all others.

US FED CONVERSION TO APPOINTMENT WINDOW	
FLEXFIELD	COMMENTS
Appointment Type	Required entry. Enter appropriate code.
Creditable Military Service	Enter the number of years and months. If no creditable military service, enter 0000.
Date Arrived Personnel Office	Autopopulates based on effective date of appointment
Date Conversion Career Begins	Enter if applicable. Leave blank if completed career tenure.
Date Conversion Career Due	Autopopulates based on date entered for "Date Conversion Career Begins". Leave blank if completed career tenure.
Date Last Equivalent Increase	Review for accuracy. Update as necessary.
Date WGI Due	Review for accuracy. Update as necessary.
FERS Coverage	Enter appropriate code.
Frozen Service	Enter the number of years and months. If no frozen service, enter 0000.
Handicap Code	Enter appropriate code. If no documentation has been provided, correct the entry to "01".
Part-Time Indicator	Enter appropriate code for employees assigned part time positions.
Position Working Title	Leave Blank
Previous Retirement Coverage	Enter appropriate code.
Qualification Standards Waiver	Complete if applicable.
Race or National Origin	Enter appropriate code.
Type of Employment	Required entry. Enter appropriate code.

OPTIONAL INFORMATION FOR CONVERSION WINDOW	
FLEXFIELD	COMMENTS
Retirement Annuity Amount	Enter if applicable
Date Prob/Trial Period Begins	Enter if applicable. Leave blank if completed Prob/Trial period.
Date Prob/Trial Period Ends	Auto populates based on date entered in "Date Prob/Trial Period Begins". Leave blank if completed Prob/Trial period.
Date SES Prob Expires	Enter if applicable
Spvr/Mgr Prob Completion	Enter if supervisory position
Date Spvr/Mgr Prob Ends	Enter if applicable
Retained Step or Rate	Enter if applicable
Retained Locality Percent	Enter if applicable

Acquisition Information Window
Complete all data items that may apply if the position is under the Acquisition Program.

EDUCATION INFORMATION FOR 1/5/7/9 WINDOW	
FLEXFIELD	COMMENTS
Education Level	Autopopulates from page 3 of the RPA. If the education level is 06, 10, 13, or higher, complete all other data elements.

BENEFITS APPOINTMENT INFORMATION WINDOW	
FLEXFIELD	COMMENTS
Date FEHB Eligibility Expires	Autopopulates when applicable. The expiration date is derived using the effective date of the action + 60 days.
Health Plan	Autopopulates "ZZ". Select another code if applicable.
Health Enrollment	Autopopulates "X" Pending. Select another code if applicable.
Date FEHB Dependent Cert Expire	Complete if appropriate
FERS Eligibility Expires	Complete if appropriate
FERS Coverage Reason	Complete as appropriate for employees covered under FERS
TSP Status	Enter appropriate code.
TSP Status Date	Reflects the date that current "TSP Status" became effective.
TSP SCD	Used for vesting purposes and is required only for employees covered by FERS.
TSP Rate	Complete if appropriate
TSP Amount	Complete if appropriate

<b>TSP Agency Contribution Eligibility Date</b>	This is the date that the agency begins matching a FERS employee's TSP contribution and also begins paying the automatic 1% government contribution to the employee's TSP account.
<b>FEGLI Eligibility Expiration</b>	Complete only if the employee is eligible and has not elected FEGLI coverage. If applicable, the date should be 31 days from the appointment effective date.
<b>NAF Retirement Indicator</b>	Autopopulates "0", Not Applicable. Select another code if applicable.
<b>TSP Employee Contribution Eligibility Date</b>	This reflects the date the employee becomes eligible to make their own contributions to the TSP. In most cases this will be the effective date of the action.

GLOBAL INFORMATION FOR 5/7/9 NOAs WINDOW	
FLEXFIELD	COMMENTS
<b>Date Last Equivalent Increase</b>	Review for accuracy. Update as necessary.
<b>Drawdown Action ID</b>	Enter appropriate code. Enter "0" if not applicable.
<b>Key Emer Essential Employee</b>	Autopopulates to "0". Not assigned to key position.
<b>SCD RIF</b>	Autopopulates based on SCD for leave as entered on the RPA. Review for accuracy.
<b>Date WGI Due</b>	Review for accuracy. Update as necessary.
<b>Special Program Indicator</b>	Enter appropriate code. Enter "00" if not applicable.
<b>Vet Pref For RIF Value</b>	Enter the appropriate Code
<b>Date Last Promotion</b>	Enter date of last promotion
<i>Enter the appropriate codes for any other data elements that may apply.</i>	

MILITARY, TECHNICIAN AND SECURITY FOR 5/7/9 NOAs WINDOW	
FLEXFIELD	COMMENTS
<b>Military Recall Status</b>	Autopopulates to "Y", Not Applicable. Select another code if applicable.

PAY APPOINTMENT INFORMATION WINDOW	
FLEXFIELD	COMMENTS
<b>Premium Pay Ind</b>	Enter if applicable, otherwise leave blank.
<b>Weekly Hours</b>	Autopopulates based on position information
<i>Complete any other entries that may apply.</i>	